

MEETING MINUTES

Date: March 20, 2020

Time: 11 a.m. - 12 p.m.

Loc: FH President Conference Room 1901, Zoom Meeting ID: 128 486 908

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/128486908> Prepared by: Asha Jossis (Recorder)

NOTES BY TOPIC

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Roll Call & Approval				
	<p>COVID-19</p> <p>Context: Discuss the cost of training Faculty to use Canvas & Zoom in order to teach class online.</p> <p>Purchases of resources such as hand sanitizer, wipes, tissue Boxes, drawing tables, headsets, etc.</p> <p>Online Learning</p>	<p>Purpose of this emergency meeting to review and approve of funds for transitioning to a virtual campus. Currently, Online Learning is sending information out to people who need webcams, headsets and other equipment. Online learning is sending them links to where they can purchase them through the foundation. People can purchase and have them sent to their homes and then they'll ask for reimbursement and Online Learning have a form that's already set up and ready to go. As soon as they get approval they will send it out to people. Online Learning is going to have to do business a little differently than we've done it before,</p> <p>The Foundation has a website they order the equipment that they need and then they would submit their receipts via a form that we've created in smartsheets for streamlined approval process and they would get reimbursed for that equipment.</p>	<p>R & R to move forward with at approving the funds for spring quarter 2020 only.</p>	<p>R&R recommended that we come back and talk about the remaining funds allocation in future meetings.</p>	<p>Bret & Lene</p>

Online Learning is trying to figure out ways, We can purchase these tools and Some of these are lower cost items. We are trying to be creative, but if the individuals can do this and then submit and a reimbursement form and Online Learning have that process through accounts payable.

The big picture is have a budget for transitioning to virtual. So in some cases this will be instructional time working with faculty to transition. We talked about utilizing. Designers instructional designers, we talked about some of the tools that individuals need the headsets that the webcams those sort of things.

VP of Finance can do this fund approval for transition two ways we can do this as incremental. Approve some money to get us going for a couple months, or do one large allocation. Obviously, the only expenses going towards is the things that we're doing for the transition during this emergency situation. If any funds not needed would, of course, go back to their respective budgets, the budgets, we would be looking at would be campus wide resources.

Sunnyvale center their budget. And then the last possibility would be the various division and departmental be budgets.

VP of Finance is thinking about going through carry forwards and if there will be carried forward and kind of sweeping those for departments. Utilizing our campus wide carry over. So that would be the first place to start. There's also be budgets based on our revenue that we receive campus based revenue. Also, what will happen enrollment wise and what we have the campus based revenue that we are typically used too. We still have a

pretty large Sunnyvale center budget would basically tap into those before ever touch any division or department budgets.

The advantages of activating the EOC, a full budget line to focus on anything that is in response to the coronavirus and to seek with state and federal reimbursements for some of these expenses. So to some extent the expenses are our effort to move quickly and have a level of visibility for the entire campus to see what we're doing.

VP of Finance is anticipating seeking reimbursement for large portion of these funds. We are looking at some hiring processes and we have to move quickly.

A governance process and getting constituencies on board. We are getting constituency thoughts and feedback too. Some of these expenditures for sure will happen. We kind of running parallel tracks here to ensure a level of transparency visibility around it. In addition to the need that we just have to do this.

VP of Finance want to keep all these expenses separated. We already have a set of accounts created to do that. The Federal I and state reimbursement because of the emergency, we have to look at what is allowable. Anything that we can Submit for reimbursement will do that. Some of the things that we're doing may or may not qualify. We will have to see what we can actually Submit for reimbursement.

We carried over about \$5 million last year. Some of that \$5 million is tied up in into departmental in Division budgets. The more flexible funds, the college wide escrow. For example would be one of those places. And we also have our campus based revenue and

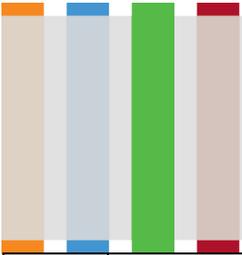
associated budgets and utilize those funds.

R&R recommended that we approve the spring expenditures and come back and talk about the Remaining item.

Lottery funds can be used if it is supporting instruction. Any sort of a software purchase or items that could qualify for the lottery use. We are tracking everything under one set of accounts. We need to put everything under that set of accounts and then we can determine what sources of funds so that where it's allowable.

The \$115k set aside to pay faculty stipends and what people are naturally doing? We want to be able to provide the stipend for faculty who are going to be doing sustained work throughout the quarter. We need to make sure that we're not taking advantage of faculty who have already had canvas certification and asking them to not only shift their own face to face in person courses over but then also do this extra work for sustained amount of time. So we just want to ensure that we are paying people for the work that they're doing. Also, partly to support part time faculty who may not be working in the spring quarter. When we talk about sustained for example, some faculty who have never taught online before are going to need a lot of help. And so this is giving us the wiggle room to be able to use all of our resources, all of our human resources to meet this need and helping our part time faculty or having an opportunity to employ some of our part time faculty is isn't like the silver lining.

We may not spend all the \$115k. Some faculty will take



		<p>advantage of it and others won't and it probably be in the neighborhood 10-15 hours for some people.</p> <p>If we don't utilize the budget that's reflected for the 19/20 there's obviously estimated costs going forward if we if we have leftover funds, we can push it forward. If we don't need any additional funds, we're not going to fund this emergency for more than the actual expenses. We are incurring.</p>			
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*Include the person(s) and or group responsible for next steps.

MEMBERS PRESENT

Voting

Tri-Chairs: Kurt Hueg (Admin) Denise Perez (classified), Eric Reed (Faculty)

Classified Staff: Denise Perez, Julie Ceballos

Faculty: Sara Cooper, Kathy Perino

Student:

Non-Voting

Ex-Officio: Bret Watson

Ex-Officio: Thuy Nguyen

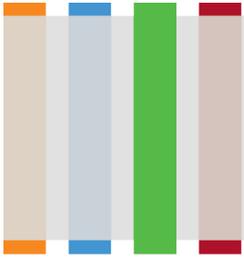
Recorder: Asha Jossis

Facilitator: Pauline Brown

Guests

Gay Krause

Thuy Nguyen



 **FOOTHILL COLLEGE**

GOVERNANCE | **REVENUE & RESOURCES**

Foothill College Mission Statement

Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students, and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability. Foothill College offers associate degrees and certificates in multiple disciplines, and a baccalaureate degree in dental hygiene.

2019-2020 Strategic Objectives (E2SG)

Equity, Enrollment, Service Leadership, and Governance